

2015 JSC Annual Flea Market & Craft Fair Registration Form

Please return form via email to [Cyndi Kibby](#) or [Lisa Villarreal](#) or fax to 281-244-0575. Payment can be made at the Gilruth Center via cash, check or credit card or, you may fill out the attached credit card authorization form and return to me via email or fax. Registration is also available online at the links below. Please do not include your credit card number on any documents sent electronically. We will call you for that information after the form is received.

NAME: _____

Check one: JSC Team Member _____ Family Member _____ Friend _____ Other _____

PHONE: _____ E-MAIL _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

☐ **Flea Market** (outdoors) https://apm.activecommunities.com/starport/Activity_Search/192

Number of Spaces _____ @ \$10.00 each = \$ _____ Total

Number of Tables _____ @ \$12.00 each = \$ _____ Total
(includes 2 chairs per booth)

Total Fee: \$ _____

☐ **Craft Fair** (indoors) https://apm.activecommunities.com/starport/Activity_Search/191

Number of Spaces _____ @ \$40.00/each = \$ _____ Total

Number of Tables _____ @ \$12.00/each = \$ _____ Total
(includes 2 chairs per booth)

Total Fee: \$ _____

Items being sold: _____

SPECIAL REQUEST:

(Be Specific – request will be honored by availability and on a “First come, First Served” basis)

By signing, I am stating that I have read and understand the enclosed JSC Flea Market/Craft Fair rules and regulations and agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____

For more information contact:

Cyndi Kibby
Event Specialist, NASA-JSC Exchange/Starport
Email: cynthia.j.kibby@nasa.gov

Lisa Villarreal
Administrative Assistant, NASA-JSC Exchange
Email: lisa.m.villarreal@nasa.gov

Office use only:

Date Rcvd: _____ Date Paid: _____ Amount Paid: _____ Via: CK _____ MC _____ VI _____ DI _____ CA _____ Rcvd By: _____ H: _____

2013 JSC Annual Flea Market/Craft Fair Rules and Regulations

1. The Flea Market will take place outside in the parking lot behind the Gilruth Center. The Flea Market is intended as an opportunity for participants to sell unwanted items, much like a garage sale. The Craft Fair will be inside the Gilruth Center gymnasium and/or Alamo Ballroom and is intended as an opportunity for vendors to sell homemade/handmade craft items, baked goods, new products, etc.
2. Flea Market and Craft Fair Spaces: All spaces are assigned and reassigned by NASA Exchange/Starport personnel.
 - a. Flea Market

Rented space is outdoors within a standard parking space (approximately) in the paved back parking lot of the Gilruth Center. 6' tables are available for rent at an additional charge. Two chairs will be provided with each rented table. If you do not rent a table, you must provide your own. You may also provide your own tent or covering. Tents will not be provided.
Table coverings and displays must be provided by vendor/participant.
 - b. Craft Fair

Rented space is indoors within a 10'x10' area. 6' tables are available for rent at an additional charge. Two chairs will be provided within each space. All contents including tables and displays must fit within the 10'x10' space.
3. Displays and set up must be completed before 8:30AM and must be completely removed by 3:00PM on the day of the JSC Flea Market/Craft Fair. No vehicles will be permitted in the flea market between the hours of 9AM-2PM unless authorized by NASA Exchange/Starport Management. You also may not pack up and leave prior to closing time.
4. Utilities/electricity will **not** be available.
5. You are responsible to clean up your area after the event by removing all trash and unsold items. Dumpster will be available for trash.
6. Table and booth space is non-transferable. Request to have sales space next to another vendor/participant is not guaranteed unless both contracts are submitted together.
7. Refunds will **not** be given because of weather issues or because vendor cannot participate. All other rules and regulations will still apply. The Vendor/Participant should understand that due to weather issues the market may move indoors with possible reduction of space.
8. Prohibited Items: **NO** live animals or pets, illegal and/or dangerous weapons (including knives, guns, etc.), vehicles, fundraisers, alcoholic/nonalcoholic beverages, food, open flames, flammable materials or material offensive to the public morality will be sold.
9. NASA Exchange/Starport Management holds the right to make any and all determinations as the appropriateness of any item displayed. If an item is deemed inappropriate, you will be asked to remove it from public display.
10. It is the responsibility of the vendor/participant to provide their change.
11. Collection and payment of all applicable sales tax is the sole responsibility of the vendor/participant.
12. This event is open to the public.
13. Deadline to register and to request refund is March 1, 2013. No refunds after this date.
14. Any violation of the rules and regulations of the JSC Flea Market/Craft Fair by the vendor/participant can/and will result in removal from the premises without a refund and/or suspension from participation in future NASA Exchange/Starport Events.
15. This contract is between the Vendor/Participant and the NASA Exchange/Starport. The U.S, its agents, instrumentalities (including the NASA Exchange - JSC) and representatives, officers and employees thereof, from any and all claims, demands, actions, debts, liabilities, and judgments, claimed on account of, or in any manner predicated upon the loss of or damage to property, or injury to, or death of any person(s), in any manner caused or contributed to by any negligent act or omission or willful and intentional act of the Vendor/Participants identified above. This agreement is for the JSC Flea Market/Craft Fair to be held March 23, 2013.



One Time Credit Card

Payment Authorization Form

Sign and complete this form to authorize the NASA Exchange – JSC, aka. **Starport** to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Starport to charge my credit card account indicated below for
(Full name)
_____ on or after _____. This payment is for _____.
(Amount) (Date)

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC. _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.